

## **Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220**

---

**From:** Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220  
**Sent:** Monday, January 23, 2017 16:49  
**To:** Jakubec, Carlton J CIV NRSE HQ, N3; Jerome Best; Rowe, Kenneth E. CIV USN GTMO; Novotny, Robert E CIV CNRSE, N3  
**Cc:** Mark Strout; Elizabeth Novoa; Bill Annand; Elizabeth Novoa  
**Subject:** RE: GTMO KP Substitution Request  
**Signed By:** ELAINE.FLORENCE@NAVY.MIL

Carlton,

I have asked Ken to see if the security office will work with us one last time on two short fused clearance approvals. Elizabeth has already forwarded Ken the required clearance forms.

The current lodging accommodations for Seaward's employees are available through 2 February 2017. The lodging the current employees are assigned to should be the same lodging their replacements will occupy. This should be a simple swap as long as they do not check-out. In the meantime, we are working towards getting the housing issue resolved by February 2.

I know the substitutions will only be onboard a few days prior to Seaward taking full responsibility for the contract; however, all efforts need to be made to ensure the substituted personnel are as familiar with the operating environment as possible.

Vr,  
Elaine Florence  
Contract Specialist  
NAVSUP/Fleet Logistics Center  
Jacksonville, FL 32212  
Phone: (904) 542-1657  
Fax: (904) 542-1088

In order to improve the level of service we provide to our customers, we ask that you please rate your level of satisfaction with the contracting services provided to you. You may participate in this survey by clicking on the link below and answering a few short questions regarding our service. This survey is for our government customers only.

Click here for the survey: <https://www.neco.navy.mil/contracting/survey.aspx>

-----Original Message-----

**From:** Jakubec, Carlton J CIV NRSE HQ, N3  
**Sent:** Monday, January 23, 2017 12:51 PM  
**To:** Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Jerome Best; Rowe, Kenneth E. CIV USN GTMO; Novotny, Robert E CIV CNRSE, N3  
**Cc:** Mark Strout; Elizabeth Novoa; Bill Annand; Elizabeth Novoa  
**Subject:** RE: GTMO KP Substitution Request

Elaine,

After review the attached certifications they meet the requirements in the contract.

My first concern, is it even possible to have them arrive on the 27th, as we have seen house is tight and clearance paperwork doesn't happen overnight.  
What is the contingency if they can't make it on the 27th?

Next is the familiarity of the operating environment.

Respectfully,  
Carlton  
Wk: 904-542-3192  
Cell: 904-614-4283

-----Original Message-----

From: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220  
Sent: Monday, January 23, 2017 11:42 AM  
To: Jerome Best; Rowe, Kenneth E. CIV USN GTMO; Jakubec, Carlton J CIV NRSE HQ, N3; Novotny, Robert E CIV CNRSE, N3  
Cc: Mark Strout; Elizabeth Novoa; Bill Annand; Elizabeth Novoa  
Subject: RE: GTMO KP Substitution Request

Jerome,  
Please have Elizabeth send the clearance forms for the substitute key personnel to Ken ASAP.

Bob, Ken & Carlton,  
Please expedite your review of the substitute key personnel and submit to me by COB today.

Thank you!  
Vr,  
Elaine Florence  
Contract Specialist  
NAVSUP/Fleet Logistics Center  
Jacksonville, FL 32212  
Phone: (904) 542-1657  
Fax: (904) 542-1088

In order to improve the level of service we provide to our customers, we ask that you please rate your level of satisfaction with the contracting services provided to you. You may participate in this survey by clicking on the link below and answering a few short questions regarding our service. This survey is for our government customers only.

Click here for the survey: <https://www.neco.navy.mil/contracting/survey.aspx>

-----Original Message-----

From: Jerome Best [mailto:JBest@hms-seaward.com]  
Sent: Monday, January 23, 2017 11:30 AM  
To: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Rowe, Kenneth E. CIV USN GTMO; Jakubec, Carlton J CIV NRSE HQ, N3; Novotny, Robert E CIV CNRSE, N3  
Cc: Mark Strout; Elizabeth Novoa; Bill Annand  
Subject: [Non-DoD Source] GTMO KP Substitution Request

Elaine,

As discussed, apologize for the last moment substitution for Craftmasters Caspers and Sherwood. We are working to have their replacements Jordan and Coffee both fly in on the 27th.

Greatly appreciate the flexibility and patience.

Vr/

Jerome Best

Vice President,

Business Development

and Capture

SEAWARD\_LOGO\_GM\_no\_outline

222 Pearl Street, 3rd Floor

New Albany, IN 47150

A HMS Global Maritime Company

Office: (812) 207-2640

Fax: (812) 207-2641

Mobile: (502) 457-5411

[jbest@hms-seaward.com](mailto:jbest@hms-seaward.com) <<mailto:jbest@hms-seaward.com>>

[www.hmsgm.com](http://www.hmsgm.com) <<http://www.hmsgm.com/>>

[www.seawardservices.com](http://www.seawardservices.com) <<http://www.seawardservices.com/>>

Confidentiality Message: This communication (including any files transmitted with it) is intended solely for the person or entity to whom it is addressed, and may contain confidential or privileged information. The disclosure, distribution or copying of this message is strictly forbidden. Should you have received this communication in error, kindly contact the sender promptly, destroy any copies and delete this message from your computer system